



Fee Account

The easy way to pay fees

What is Fee Account?

Fee Account is a fast, easy and secure method for paying fees into HM Courts & Tribunals Service civil and family jurisdictions. The system allows regular customers to pay their fees into courts via a direct debt facility eliminating the need to issue cheques for each transaction.

Fee Account provides customers with a credit limit which fees will be deducted from, customers simply have to quote their Fee Account reference number when submitting work which attracts a court fee and the corresponding amount will be debited from their account at the end of the week or month as applicable.

Who can use Fee Account?

Solicitors, Local Authorities, Utility Companies, other government departments in fact any customer who transacts with HM Courts & Tribunals Service on a regular basis.

Where can I use Fee Account?

Customers can use their account in National Business Centres (County Court Money Claim Centre, County Court Business Centre), all offices of the county court and family court, probate registries, magistrates' courts which deal with civil and family work, Court of Protection and the Royal Courts of Justice.

Benefits of Fee Account

Easy – one single account to transact across all the jurisdictions (or if required an option for sub accounts).

Lower costs – potential reduced costs in raising and authorising cheques.

Security – fees deducted directly from your payment account.

Credit – weekly or monthly credit allowance.

Control – customers can cancel the Direct Debit instruction at any time.

Fast – no delays in processing your claims/applications due to unsigned cheques, wrong fees submitted or missing cheques (correct fee will be deducted on lodgement).

Direct – refunds will be applied directly to your accounts.

Simple – invoicing – weekly or monthly options with breakdown on a per-case basis and refunds applied.

Customer Comments

The response to this new service has been overwhelmingly positive and the number of customers signing up to this service continues to grow.

Quotes from a number of Fee Account customers:

"We found using the system easy to use and we would recommend it to other customers"

Connells Solicitors

"I would wholeheartedly recommend the facility to any organisation that makes regular payments to the courts"

Wigan Council

"The new HMCTS service has dramatically reduced the workload both for our accounts team and our fee earners. JCA thoroughly recommend its use to other solicitors"

JCA Solicitors

How to apply for an account?

If your organisation is interested in opening an account please e-mail:

MiddleOffice.DDServices@liberata.gse.gov.uk

On application you will receive our Fee Account application pack consisting of:

- Direct Debit application form
- Terms and conditions
- Frequently asked questions

On receipt of your application HM Courts & Tribunals Service will carry out the relevant credit check.

For any customers that don't meet the credit check, HM Courts & Tribunals Service will offer an option of paying initially in advance whereby users can still have an account with the department (if you need further information on payment in advance please contact the Fee Account team on the email provided).

Application for a payment account is quick and easy with a response to your application within 7 days.

Further information

For all enquiries on the fee account service please contact the team on:

MiddleOffice.DDServices@liberata.gse.gov.uk

Further information can be found at:

www.justice.gov.uk/courts/fees/payment-by-account.